

Notice of Meeting for The Baraboo-Wisconsin Dells Regional Airport Commission

Date and Time: **Wednesday, December 16, 2020 at 1:00PM**

Location: Baraboo City Hall, Room 205, 101 South Blvd., Baraboo, WI

Commissioners Noticed: Michael Palm and Tom Diehl

Others Noticed: Casey Bradley, Ed Geick, Kay Mackesey, Village of Lake Delton, Media, Bill Murphy, Joe Canepa, John Webb, Richard Cross, Bureau of Aeronautics (Kimm Kaarto)

This meeting is open to the public. With the health concerns regarding COVID-19, the City requires anyone appearing in person to wear a mask and practice social distancing.

1.

CALL MEETING TO ORDER

- A. Roll Call of Membership
- B. Note Compliance with the Open Meeting Law
- C. Approval of minutes from November 24, 2020
- D. Approval of the agenda

2.

APPEARANCES/PRESENTATIONS

3.

PUBLIC COMMENT

4.

ACTION ITEMS

- Discussion of proposed Flight Simulator Service
- Discuss and consider approval of the John M. & Mildred E. Canepa Memorial Picnic Shelter

5.

INFORMATION ITEMS

- A. Report from Airport Manager, Casey Bradley
- B. Report from FBO Bill Murphy
- C. Airport Budget Reports and Balance Sheets
- D. Card Reader System Upgrade
- E. Next meeting date – Date to be determined

6.

ADJOURNMENT

Posted Agenda 12/09/2020 by D. Munz

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk, 101 South Blvd, Baraboo, WI, or phone 608-355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY AND NOT A NOTICE TO PUBLISH

Baraboo-Wisconsin Dells Airport Commission**November 24, 2020****1. Call Meeting to Order**

Present: Michael Palm (Baraboo), Tom Diehl (Village of Lake Delton).

Also Present: Ed Geick, (Airport Manager), Bill Murphy (FBO) and Marcus Kuhn of Mead Hunt.

The owner representatives met at the Baraboo Municipal Building, 101 South Blvd, Room 205, Baraboo was open to the public for this meeting.

The meeting was called to order by Palm at 1:30 PM and roll call was noted of those present by Geick. Compliance of the Open Meeting Law was noted by Palm.

Previous Minutes

Approval of the meeting minutes of October 15, 2020. A motion was made by Diehl, seconded by Palm and approved unanimously.

Approve Agenda

Moved by Diehl to approve the agenda, seconded by Palm and carried unanimously.

2. APPEARANCES/PRESENTATIONS - None**3. PUBLIC COMMENT - None****4. ACTION ITEMS**

A. Discuss and consider approval of Airport On-Site Maintenance Service Agreement. This is an agreement with William Murphy for on-site maintenance. Diehl made a motion to approve; Palm seconded the motion and it was unanimously approved by roll call.

B. Card Reader System Upgrade

Marcus Kuhn presented a recommendation to approve the Metco proposal for the card reader system for \$18,877.06 + \$900 EMV upgrade for a total of \$19,777.06. Diehl made a motion to approve of the proposal by Metco, seconded by Palm. On roll call vote the motion was unanimously approved.

INFORMATION ITEMS

A. Report from Airport Manager, Ed Geick
No report.

B. Report from FBO Bill Murphy
No report.

C. Airport Budget Reports and Balance Sheets
The Commission acknowledged the reports in the agenda packet.

Next meeting date – Date to be determined

Adjournment: moved by Diehl and seconded by Palm and unanimously approved to adjourn at 1:37 PM.

From: Joe Canepa <jcanepa@rytebyteinc.com>
Sent: Saturday, December 5, 2020 4:01 AM
To: Geick, Edward <egeick@cityofbaraboo.com>
Cc: 'Sarah Bang' <sarahcbang@comcast.net>; 'Mary Canepa' <mrfrogs307@gmail.com>; John Canepa <jmc30711@gmail.com>; 'Lucy and Brian Peters' <Bandlpeters@gmail.com>; angela.e.shirley@gmail.com <angela.e.shirley@gmail.com>; Brad Shirley <bradford.e.shirley@gmail.com>; 'Meg Canepa' <mec1014@att.net>; 'Ian Peters' <ianvpeters@gmail.com>; 'Katie Canepa' <katiecanepa418@gmail.com>
Subject: Discussion on Memorial Picnic Shelter

Good morning Ed!

Would it be possible to have a discussion on the memorial Picnic Shelter at the next commission meeting as well?

I would provide the materials and labor for the building pending approval by the commission. It would be a memorial to John M Canepa and Mildred E Canepa.

Thank you!
Joe

Joseph Canepa

Developer

Ryte Byte, Inc./Lynx Software

608-356-6822 x100

jcanepa@rytebyteinc.com

www.studentbusing.com

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[Write a review of our software](#)

From: Truman, Emily <etruman@cityofbaraboo.com>
Sent: Tuesday, December 1, 2020 11:48 AM
To: Geick, Edward <egeick@cityofbaraboo.com>
Subject: Re: Flight Simulator

Hi Ed-

Under the current lease, the flight simulator likely wouldn't be permitted. The nature of his business is limited to software design and development.

That said, if no lease addendum was completed in 2017, his lease has been expired for several years now. If that is the case, we could do a new lease with him which would allow him to have the flight simulator, assuming that would be ok with the Airport Commission.

Alternatively, if there was a lease extension extending this lease out to 2022, we could do an addendum to the current lease allowing the flight simulator, if the Airport Commission was ok with it.

Thanks,
Emily

Sent from my iPhone

On Dec 1, 2020, at 11:09 AM, Geick, Edward <egeick@cityofbaraboo.com> wrote:

Emily: this is all I can find for now. Donna is looking for a signed copy to send you.

Ed

Edward A. Geick
City Administrator
100 South Blvd.
Baraboo, WI 53913
608-355-2715
Fax: 608-355-2719
www.cityofbaraboo.com

From: Truman, Emily <etruman@cityofbaraboo.com>
Sent: Tuesday, December 1, 2020 8:50 AM
To: Geick, Edward <egeick@cityofbaraboo.com>
Subject: Re: Flight Simulator

Hi Ed-

Any chance you could send me his current FBO agreement?

Thanks!

Sent from my iPhone

On Dec 1, 2020, at 8:34 AM, Geick, Edward <egeick@cityofbaraboo.com> wrote:

Emily: would you consider this added service Joe Canepa is providing as something covered by the current FBO agreement he has?

Thanks
Ed

Edward A. Geick
City Administrator
100 South Blvd.
Baraboo, WI 53913
608-355-2715
Fax: 608-355-2719
www.cityofbaraboo.com

From: Joe Canepa <jcanepa@rytebyteinc.com>
Sent: Tuesday, December 1, 2020 7:00 AM
To: Bill Murphy <bill@baraboodellsairport.com>
Cc: anna@studentbusing.com <anna@studentbusing.com>; Geick, Edward <egeick@cityofbaraboo.com>
Subject: RE: Flight Simulator

Understood.

Keep in mind that we offer aviation related software as a part of our original FBO agreement. The flight sim software should fall under that agreement as does the scanning service but I'll wait to here back from Ed or you.

Joe

From: Bill Murphy <bill@baraboodellsairport.com>
Sent: Tuesday, December 1, 2020 6:44 AM
To: jcanepa@rytebyteinc.com
Cc: anna@studentbusing.com; Ed Geick <egeick@cityofbaraboo.com>
Subject: Re: Flight Simulator

Joe,

Please hold off on offering this service and moving forward with this. There are a few things that need to happen before you can become a FBO offering this service to the public.

I looped Ed into this so he can advise you further on what you would need to do to get this approved by the commission.

Please let me know if you have any questions or if I can help at all. I think this is a great idea and one I'd hoped to see at the airport some day.

Bill Murphy
Baraboo-Dells Flight Center, Inc.
608-356-2270

On Dec 1, 2020, at 04:24, Joe Canepa <jcanepa@rytebyteinc.com> wrote:

Good morning Bill!

Hope you and the wife are well.

We are expanding our aviation offerings here.

I have a FAA approved simulator that I plan on renting out for around \$20/hour. Since we get a discount for fuel I thought I would reciprocate and offer you a 10% discount.

Users can use it for their instrument proficiency and some of their PPL. There are two simulated aircraft, 172 with steam gauges and 172 with the G1000.

Users will need to register here and schedule between the hours of 7am and 4:30pm M-F.

We are also starting a logbook scanning service for aircraft logs and pilot logs.

I hope this boosts your training business, I'd love to see more new pilots out here.

Let me know if you have any questions.

Thank you!

Joe

Joseph Canepa
Developer
Ryte Byte, Inc./Lynx Software
608-356-6822 x100
jcanepa@rytebyteinc.com
www.studentbusing.com
[Lynx Transportation Solutions on Facebook](#)

From: Geick, Edward <egeick@cityofbaraboo.com>
Sent: Friday, December 4, 2020 10:55 AM
To: Bill Murphy <bill@baraboodellsairport.com>; jcanepa@rytebyteinc.com
 <jcanepa@rytebyteinc.com>
Cc: anna@studentbusing.com <anna@studentbusing.com>; Casey Bradley <kckc40@hotmail.com>
Subject: Re: Flight Simulator

The Airport Commission will need to review and discuss the idea of adding the flight simulator. It will also require a change in Ryt Byte's current lease agreement. The City Attorney is preparing a new agreement now. I think we can get this Commission meeting set up within the next 2 weeks.

I see the simulator as a good addition to business at the airport and it fits in with other flight training that is going on. My time with the City is growing short and the new City Administrator, Casey Bradley, will be taking over on the 14th.

Ed

Edward A. Geick
 Interim City Administrator
 100 South Blvd.
 Baraboo, WI 53913
 608-355-2715
 Fax: 608-355-2719
www.cityofbaraboo.com

From: Bill Murphy <bill@baraboodellsairport.com>
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Joseph Canepa

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www.studentbusing.com

[Lynx Transportation Solutions on Facebook](#)

[Write a review of our software](#)

From: Joe Canepa <jcanepa@rytebyteinc.com>
Sent: Saturday, December 5, 2020 3:34 AM
To: Geick, Edward <egeick@cityofbaraboo.com>
Cc: anna@studentbusing.com <anna@studentbusing.com>; 'Dan Rhode' <drhode@barabooschools.net>; 'ArmyAviator86' <armyaviator86@gmail.com>; 'Benoit Letendre' <ben@letendregroup.com>; 'Claire Obois' <claireblueobois@gmail.com>; 'Bill Crahen' <bill@crahen.com>; Bill Murphy <wmurphy@flybdfc.com>; 'Nicholas Karls' <nkarls@barabooschools.net>; gbildsten@barabooschools.net <gbildsten@barabooschools.net>; 'Matt' <matt@commercialdronepros.com>; 'Lewis, Kyle' <kyle.lewis@aopa.org>; bill@johnseninsurance.com <bill@johnseninsurance.com>; LMUELLER <LMUELLER@barabooschools.net>; 'Sarah Bang' <sarahcbang@comcast.net>; 'Eric Peterson' <ericpeterson1956@gmail.com>; reedsburgaviation@gmail.com <reedsburgaviation@gmail.com>; Bill Imray <n8682y@gmail.com>; lumsden1@charter.net <lumsden1@charter.net>; bpdanner@wildblue.net <bpdanner@wildblue.net>; clombard2010@hotmail.com <clombard2010@hotmail.com>; denge@kalahariresorts.com <denge@kalahariresorts.com>; lodicub@charter.net <lodicub@charter.net>; isolomon@jvl.net <isolomon@jvl.net>; jclement000@tds.net <jclement000@tds.net>; talibrando@msn.com <talibrando@msn.com>; planewolf@frontier.com <planewolf@frontier.com>; tcsaircare@yahoo.com <tcsaircare@yahoo.com>; markschenkat@charter.net <markschenkat@charter.net>; flyntwo@maqs.net <flyntwo@maqs.net>
Subject: Proposed Flight Simulator Service

Good morning Ed!

Thank you for your time yesterday. Here is a basic outline of what we are trying to do with the simulator. Please let me know if you have any questions. Would you mind forwarding this email on to commission members and any other interested parties?

Ryte Byte Flight Simulator Service

The main purpose of the simulator will be to improve pilot skills and safety and introduce high school students to aviation through the SIA program. There will be no cost to high school students or school districts to use the simulator for aviation training. Hourly cost for use of the simulator has yet to be determined but will most likely be around \$15 to \$20 an hour excluding instructor costs. Flight instructors are not need to maintain instrument currency.

The FAA approved simulator or BATD (Basic Aviation Training Device), with both a Cessna 172 "steam gauge" version and a Cessna 172 "TAA" (Technically Advanced Aircraft) version with the Garmin G1000 avionics found in many other aircraft. The simulator has an instructors console as well.

How can the simulator be used?

Under Part 61*

- **Aeronautical experience:** Up to 2.5 hours in the BATD may be credited toward your flight training if received from an authorized instructor. 14 CFR Sec. 61.109(k)(1)
- **Instrument Rating:** Up to 10 hours in the BATD may be credited toward your Instrument Rating. 14 CFR Sec 61.65(i)

For Instrument Currency

- **Instrument recent flight experience:** Meet the requirements to act as pilot-in-command under IFR or weather conditions less than the minimums prescribed for VFR. 14 CFR 61.57 (c)
- Fly six instrument approaches, holding procedures and tasks, and intercepting and tracking courses through the use of navigational electronic systems to maintain IFR currency.

To Introduce Students to Aviation (SIA)

- Through the SIA (Students In Aviation) program created in 2016 by Ryte Byte, Inc. in close cooperation with the Baraboo School District. The SIA program was created to introduce high school students to aviation at no cost to students in at local school districts (Baraboo, Reedsburg and Wisconsin Dells). To date SIA has provided over 20 students with training materials (\$150/student) and instruction for them to take their FAA written test.

*When used for instructional purposes, only an appropriately qualified FAA-certificated flight instructor may make any subsequent endorsements and/or pilot logbook entries. Pilot time in an ATD may be logged as instruction received, instrument time, or total time only.

References:

<https://www.aopa.org/training-and-safety/active-pilots/safety-and-technique/operations/technically-advanced-airplanes>

<https://www.aopa.org/news-and-media/all-news/2007/august/01/taa-safety>

<https://www.gleimaviation.com/cockpitbatd/>

https://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.information/documentID/1034348

Joseph Canepa

Developer

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Assets:	November 30, 2020	December 31, 2019
<i>Current Assets:</i>		
Cash	\$ 42,549.71	\$ 343.67
Accounts Receivable	81.22	2,550.44
Prepaid Expenses	-	6,629.25
Advance to Airport Capital Fd	-	-
<i>Total Current Assets</i>	42,630.93	9,523.36
Total Assets	\$ 42,630.93	\$ 9,523.36
Liabilities and Fund Equity:		
<i>Liabilities:</i>		
Accounts Payable	\$ 1,230.00	\$ 835.12
Deferred Revenue	-	1,493.76
Advance from General	-	-
<i>Total Liabilities</i>	1,230.00	2,328.88
<i>Fund Equity:</i>		
Fund Balance	565.23	27,055.78
Non-Spendable Prepaid Expenses	6,629.25	6,629.25
Net Revenues/(Expenditures)	34,206.45	(26,490.55)
<i>Total Fund Equity</i>	41,400.93	7,194.48
Total Liabilities and Fund Equity	\$ 42,630.93	\$ 9,523.36

Airport Fund 630

**Income Statement with Comparison to Budget
For The Eleven Months Ending November 30, 2020**

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ -	-
Local Transportation Aid	-	-	-	-
Gas Sales	848.44	6,674.77	7,000.00	95.35
Landing Fee	-	1,793.65	4,000.00	44.84
Appropriations_ County	-	4,100.00	4,100.00	100.00
Appropriations- City	-	39,897.00	39,897.00	100.00
Appropriations-Lake Delton	-	39,897.00	39,897.00	100.00
Interest on Investments	-	126.64	140.00	90.46
Rents and Leases	1,657.34	16,888.08	18,000.00	93.82
Ag Land Rental	-	9,500.00	13,200.00	71.97
Hangar Lot Lease	(1,078.24)	25,690.89	27,000.00	95.15
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	-	264.82	500.00	52.96
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 1,427.54	\$ 144,832.85	\$ 153,734.00	94.21
Expenditures:				
<i>Airport</i>				
Wages	\$ 283.23	\$ 2,965.54	\$ 9,572.00	30.98
Social Security	19.88	299.78	713.00	42.04
Retirement	23.07	333.47	780.00	42.75
Health Insurance	105.80	818.10	1,624.00	50.38
Life Insurance	-	-	5.00	-
Income Continuation	-	-	-	-
Contracted Services	3,500.00	38,500.00	42,000.00	91.67
Publishing	-	-	40.00	-
Professional Services	262.50	13,758.20	15,000.00	91.72
Telephone	62.39	610.55	700.00	87.22
Electricity	(143.69)	5,869.33	6,000.00	97.82
Heat	(683.42)	516.37	1,200.00	43.03
Repair & Maint Serv-Equipment	276.40	2,352.67	9,865.00	23.85
Fuel Station Maintenance	256.00	755.00	1,000.00	75.50
Repair & Maint Serv-Buildings	-	1,309.76	1,250.00	104.78
Special Services	-	2,000.00	2,200.00	90.91
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	-	5,603.72	2,635.00	212.66
Snow Removal & Mowing	-	-	-	-

Airport Fund 630

Income Statement with Comparison to Budget (Continued)

For The Eleven Months Ending November 30, 2020

Expenditures (Continued):	Current Month	Year to Date	Budget	Percentage of Budget
<i>Airport (Continued)</i>				
Lighting Repairs	-	317.50	400.00	79.38
Runway & Taxi Repairs	-	6,400.00	6,405.00	99.92
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	91.09	50.00	182.18
Publications. Training. Dues	-	-	240.00	-
Travel	-	-	60.00	-
Operating Supplies	-	4,829.90	7,500.00	64.40
Gas. Diesel. Oil. Grease	111.34	3,279.15	4,500.00	72.87
Repair & Maint Materials	-	634.43	2,000.00	31.72
Repair & Maint - Buildings	-	42.99	2,000.00	2.15
Other Supplies & Expense	-	-	1,200.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	-	9,693.85	8,200.00	118.22
Rents and Leases	-	-	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	-	9,645.00	12,500.00	77.16
Land or Land Improvements	-	-	13,595.00	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
Total Airport	\$ 4,073.50	\$ 110,626.40	\$ 153,734.00	71.96
<i>Principal on Notes</i>				
Principal	\$ -	\$ -	\$ -	-
Total Principal on Notes	\$ -	\$ -	\$ -	-
<i>Interest on Notes</i>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
Total Interest on Notes	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 4,073.50	\$ 110,626.40	\$ 153,734.00	71.96
Net Revenues/(Expenditures)	\$ (2,645.96)	\$ 34,206.45	\$ -	

City of Baraboo
 Airport Capital Imprvmnt Fund Fund 632
 Balance Sheets
 November 30, 2020 and December 31, 2019

14 of 15

Assets:	<u>November 30, 2020</u>	<u>December 31, 2019</u>
<i>Current Assets:</i>		
Cash	\$ 115,240.50	\$ 132,169.19
Due from State	1,098.35	1,098.35
Due from Other Cities. Village	-	-
<i>Total Current Assets</i>	<u>116,338.85</u>	<u>133,267.54</u>
Total Assets	<u><u>\$ 116,338.85</u></u>	<u><u>\$ 133,267.54</u></u>
 Liabilities and Fund Equity:		
<i>Liabilities:</i>		
Accounts Payable	\$ -	\$ 17,143.27
Due to State	-	-
Advance from Airport Operating	-	-
<i>Total Liabilities</i>	<u>-</u>	<u>17,143.27</u>
 <i>Fund Equity:</i>		
Fund Balance	116,124.27	124,768.42
Net Revenues/(Expenditures)	214.58	(8,644.15)
<i>Total Fund Equity</i>	<u>116,338.85</u>	<u>116,124.27</u>
Total Liabilities and Fund Equity	<u><u>\$ 116,338.85</u></u>	<u><u>\$ 133,267.54</u></u>

City of Baraboo
 Airport Capital Imprvmnt Fund Fund 632
 Income Statement with Comparison to Budget
 For The Eleven Months Ending November 30, 2020

15 of 15

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	-	-	-
Appropriations-Lake Delton	-	-	-	-
Interest on Investments	-	214.58	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Total Revenues	\$ -	\$ 214.58	\$ 158,333.00	0.14
Expenditures:				
Interest on Notes				
Interest	-	-	-	-
Total Interest on Notes	\$ -	\$ -	\$ -	-
Capital Losses				
Other Supplies & Expense	-	-	-	-
Total Capital Losses	\$ -	\$ -	\$ -	-
Airport				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
Total Airport	\$ -	\$ -	\$ 166,667.00	-
Total Expenditures	\$ -	\$ -	\$ 166,667.00	-
Net Revenues/(Expenditures)	\$ -	\$ 214.58	\$ (8,334.00)	